

PLAISTOW PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 10, 2024

The Plaistow Public Library Board of Trustees held a regular meeting at the Library on Wednesday, May 8, 2024 at 6 pm.

Present: Megan Lee, Chair  
Rosemarie Bayek, Treasurer  
Randall Mikkelsen, Member at Large  
Mary Gori, Alternate  
Kathleen Slade, Alternate

Not Present: Jennifer Kiarsis, Secretary  
Michelle Sykes, Member at Large

Others Present: Cab Vinton, Library Director

**Call to Order**

Meeting was called to order at 6:11 pm. Mary Gori was appointed to vote for Jennifer Kiarsis and Kathleen Slade was appointed to vote for Michelle Sykes.

**Secretary's Report**

Motion to accept the minutes of May 8, 2024 and the minutes of the Special Meeting held on July 1, 2024, was made by Rosemarie Bayek; seconded by Randy Mikkelsen. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

**Treasurer's Report**

Money Market Funds: There is a total of \$564,035.75 in the Money Market Funds. All the Investment Pool transfers are complete which makes the accounting much simpler. The Board discussed that it may be useful to add a starting balance and a year-to-date change column which would make it easier to see the growth. Cab noted that in the Library Funds at TD Bank there is approximately \$250,000 which would result in a significantly higher amount of interest earned if transferred to the Investment Pool. We would want to keep the 5 accounts in both TD Bank and the Investment Pool for accounting purposes. The Board discussed the timeframe it would take if an emergency arose and the funds were needed immediately and were satisfied that they would be able to access the funds in a timely manner. Rosemarie will follow up with TD Bank on the minimum balance required to remain in the account without incurring charges. The Board will revisit this topic in August. Of note, the withdrawal from the Special Projects fund reflects the cost of the express mailing envelopes for Passports.

Profit and Loss Vs Actual Report: We are approximately \$7,000 under budget. Under Supplies/ Operations Library Cards were purchased. Tech Services reflect the new firewall. The Memorial Fund Interest portion of this report reflects only the interest earned while these funds were still held at TD Bank. The current and accurate figures are reflected in the Money Market Report. Cab shared that overall we are in good shape.

Motion to accept the Treasurer's Report was made by Randy Mikkelsen; seconded by Kathy Slade.  
Motion approved: Ayes 5, Opposed 0, Abstentions 0.

### **Correspondence and Communication**

A very nice note of thanks from Jenn D. was shared with the Board.

### **Friends of the Library**

A meeting was held on July 9<sup>th</sup>.

- The annual Craft Fair is scheduled for September 14 (rain date will be September 21). Save the date notifications have been sent out.
- Looking to hold an Appraisal Event and a Flower Arranging event in the fall.
- Exeter Friends group reached out to Friends from Rockingham County to determine if Friends from other groups would like to meet and discuss ideas sometime in October. Meeting date to be determined.
- Jenn D. is assisting us with the Craft Fair. She is looking into a petting zoo, food trucks and perhaps ukulele group for entertainment. The Friends are grateful for Jenn's help.
- Friends are trying to increase the awareness of the Museum Passes which are available. Cab suggested a Museum Pass of the Month feature.

### **Southern New Hampshire Library Cooperative Report**

No new information to report this month. The group continues to meet monthly and Hampstead Library continues to consider joining the Co-Op.

### **Director's Report**

- Personnel: Rich has started at the Library and is in week 2. The Board is waiting on clarification on the understanding of the agreement with the Town. The Chair will send a follow up communication requesting a meeting to discuss. Cab explained that the Primex premium allocation will also increase approximately \$700 next year (liability coverage based in part on total payroll).
- Town Volunteer Page: Megan suggested adding information regarding volunteering as alternates for the Board of Library Trustees. This suggestion was forwarded to Liz Costa and the opportunity should be up on the Town Volunteer website soon.
- ARPA Funds: Cab shared that the Town until recently had roughly \$200,000 remaining from this federal grant and there is an opportunity to share in these funds. However, the Selectboard recently committed \$55,000 of this, so the Library should move quickly to submit a proposal if it wishes to take advantage of this opportunity. The Town has expressed a preference for visible, high impact ideas. Cab suggested the Library consider improvements to the Main St. field, possibly partnering with the schools and/or Conservation and Recreation Commissions to make the project more attractive. Board members will research the possibilities further. Cab will also review the Recreation Commission Strategic Plan and reach out to potential partners to determine the parameters of what is possible.

### **Old Business**

- NHLTA Conference: Randy and Kathy reviewed highlights and will provide an overview at the next meeting. Cab will share the link to the NHLTA website which contains presentation slide decks.
- Floating Holiday: Tabled to next meeting.

- Employee Handbook: Cab shared that only the last 3 sections of the Handbook are pending review. He will review sections K, L, and M (Grievance, Separation and Health and Safety) and send potential ideas for updates to the Board for review.

**New Business:**

- HVAC: Megan and Cab met with ENE Systems for the annual review. Cab stated the system is an older system and they requested help with updating the Capital Improvement Plan with regard to the numbers that are specific to the HVAC system. This provides the justification for funds requested yearly for the Library Capital Reserve Fund. On the topic of HVAC, a compressor had issues this past Monday and there was a temporary fix. The repair bill will be arriving within the next week or two. Cab to send a summary of the meeting to the Board.
- Pages: Megan had a question regarding Pages. Cab shared that this is the time of year the Library begins interviews to identify potential replacements for any current Pages who have graduated from high school. Cab will follow up with Jenn D. on potential applicants.

Meeting adjourned at 7:40 pm

Next meeting: August 14, 2024

Respectfully submitted,

Mary Corsetto

DRAFT